



Human Resources

200 Church Street, Suite 102, Burlington, VT 05401

Voice (802) 865-7145/ Fax (802) 864-1777 Vermont Relay: 7-11-1 or 800-253-0191

Minutes

Human Resources Committee

January 30, 2020

HR Conference Room, 200 Church Street, Suite 102

5:00 pm

Present: Councilor Ali Dieng, Councilor Brian Pine (BP), Councilor Perri Freeman (PF), HR Director, Deana Paluba (DP), HR Assistant, Stephanie Meunier (SM), Burlington Firefighters Association Kyle Blake (KB), Mayor's Chief of Staff, Jordan Redell (JR)

Meeting called to order by AD at 5:11

1) Agenda

BP moved to approve the agenda; PF seconded

2) November Meeting Minutes

PF moved to approve November 2019 meeting minutes; BP seconded

3) Public forum

Courtney Lamdin, Seven Days Reporter (CL) was present from the public. No comment from members of public present

4) Social Media Policy

DP presented the drafted Social Media Policy and stated unions had been asked for feedback. KB attending for Burlington Firefighters Association. DP opened discussed by paragraph of each part of the Social Media Policy.

KB asked if the policy applies to non-work hours and clarity around situations where individuals are proud to work for areas in the City, does this policy mean all such social media mentions require the disclaimer that the views presented are their own and not representative of the City's views?

DP responded, yes. Even when using non-City of Burlington (COB) equipment if employees have identified themselves as working for the COB and are engaging in comments about the City then they are subject to the policy. They should use common sense and ensure to state that the views expressed are their own.



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BP asked if the draft policy was modeled after other best practices and if any had been subjected to any legal challenges?

DP stated yes, other cities benchmarked by the information shared from Anita Tinney with and independent firm, Employee Labor Relations Academy, and did not know of any legal challenges as this is an emerging topic.

Members asked if policy is retroactive.

DP stated the policy is not retroactive.

DP stated guidelines are very common and common-sense usage is thematic to social media policies in organizations.

BP recalled messages from constituents back in March 2019 around inappropriate use of personal accounts by Police Chief. Most concerned uses of personal social media account as primary way to disseminate new information and COB business.

JR stated the fourth bullet is clear regarding any COB business.

DP shared employees have the right to discuss working terms and conditions and organizations don't have the ability to limit that activity. Department Heads as members of leadership can be held to different standards. DP we do not expect Department Heads to use personal accounts for COB business or disseminate any COB related business information.

PF stated asked why only Department Heads, and stated leadership should be included as well.

PF asked questions with respect to use of proxy accounts and the proliferation of account profiles and related discussion and decisions in this area.

DP stated proxy accounts is outside the scope of this policy. This may warrant discussion perhaps by the Police Commission or the Council.

BP this is best for now and recognize revisit down the road.

BP requested to review Fletcher Free Library social medial policy and how does this draft compare.



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KB asked for social media to be defined for clarity.

BP stated any COB employee that lures, or otherwise harasses is completely inexcusable.

DP agreed and stated policies are guidelines and create expectations about behaviors expected for COB employees. Employers cannot direct someone that they could not have a proxy account, but when engaging in COB business need to disclose who they are, this is included in the policy statements to not mislead or misrepresent.

DP indicated it is important to establish official policy, and would review this, but this policy would supersede other policies. It is important to get an official social media policy.

KB reaffirmed “use during working hours” would be struck due to 24 by 7 work hours. DP yes would be updated.

AD asked about sharing the Social Media Policy with the public.

JR stated that it is not usual course of business to hold public forums on internal policies.

DP stated this meeting is technically a public forum.

SM summarized next steps:

1. Send update to HR committee for next meeting
2. Gather input
 - a. Unions – DP will close this item with a forum with all union reps, NPAs, Mayor. KB will assist.
 - b. Public – DP stated this meeting is a public form, but will coordinate with AD to ensure next meeting is held in larger space.
3. Mayor approves
4. Memo requesting change sent to City Council
5. All COB employees receive Social Media Policy

5:57 pm Courtney Lamdin departed

5) Livable Wage Data

DP opened discussion on Livable Wage data presented during the Monday, December 16, 2019 City Council meeting.



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BP commented that it was interesting that livable wage without healthcare was \$1.40 more; no one would argue that healthcare could be afforded with those monies.

DP said the Livable Wage summary requested to look at cost and impact to ensure all COB employees making livable wage. The results demonstrated all compliant under livable wage exemptions. As an extra means the data summarized that if all COB employees, even those exempted by statute, were raised to livable wage, based on a point in time, the cost to the COB was approximately \$208,000 increase to overall budget.

BP inquired about demographics of people in those groups, especially if less than 22 years of age.

AD asked why Burlington School District was not included. Would be good to work or request they do the same.

DP stated we can certainly ask, but was clear that as HR Director she only has access to COB not Burlington School District and has not authority to mandate.

BP stated ordinance applies to Burlington School District.

PF asked for clarity on population numbers and wondered if POC are overrepresented as PF sees a lot in livable wage data and women and POC are overrepresented in low wage jobs.

DP provided breakdown as 68 female and 71 Males and those under 22 years of age was highest age group represented in the exempted livable wage population.

PF shared comments regarding the value of equity and how makes community stronger. Livable wage data shows that giving in Chittenden County on \$20 per hour or less hard way to go and a statewide campaign, to actually be livable and affordable long way to go more towards \$18-\$20 per hour.

BP important to recognize and be aware of the cost of doing things as a \$300K increase in one year means cut somewhere.

DP stated went to full council and referred to this committee. AD and PF to talk about where to go next.

6) Update status of Diversity, Equity, and Inclusion (DEI) Director



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DP shared 21 applications /Interviews/ meetings. Offer is out to selected candidate and hoping to close. The offered candidate has strong experience with the City of Bloomington, great initiatives, and skill and experience with equity and help with analytics. Candidate has now visited Burlington.

AD met with the candidate and felt was self-starter, strong accomplishments, great Energy, and commands a leadership presence. Felt quality of life in Burlington was highly attractive to the candidate.

DP stated some of the challenges are the nature of the role as a Limited service position and the salary requirements. Suggested changing role to a regular vs LS role.

DP will see where negotiations go. If not will reach out to next best candidate or repost as there was only one other viable candidate as determined by review and interviews conducted in first round.

7) **Other business**

Tentative next meeting date: TBD.

8) **Adjournment**

Meeting adjourned 6:57 pm by AD